

Policy 7.3.10 Mayor and Vice Mayor Selection

POLICY PURPOSE:

Section 605 of the City Charter provides that the City Council shall select one of its members to be presiding officer and have the title of Mayor. The Mayor can be removed by super majority (five) votes of the Council. Further, the Charter provides that the Council shall select a Vice Mayor to serve in the absence of the Mayor. The Vice Mayor serves at the pleasure of the Council. The Charter does not specify the method of selection. Section 613 of the Charter provides that the Council shall establish rules of conduct of its proceedings. This policy specifies the time and method of Mayor and Vice Mayor selection. It is intended to supplement Sections 605, 606, and 613 of the City Charter and in no way conflict with those provisions.

POLICY STATEMENT:

The City Charter provides the terms of office and certain procedural requirements for the selection and removal of the Mayor, and these Charter provisions are incorporated into this policy. The City Council recognizes the need to establish a term of office for the position of Vice Mayor as well as an orderly process of selection of both positions.

1. Terms of Office. The Mayor shall have a one year term of office, with the term of office beginning with the meeting at which a general municipal election is certified (in odd numbered years) or the second regularly scheduled meeting in November (even numbered years), and shall serve until a successor is selected.

The Vice Mayor shall serve a one year term with the term beginning concurrently with the Mayor and shall serve until a successor is selected. Should the Mayor and/or Vice Mayor's office become vacant during a term for whatever reason (i.e. resignation, death, disability, Council vote), the Councilmember selected to fill the vacancy shall serve the remainder of the unexpired term.

2. Agenda for Selection of Mayor and Vice Mayor/Presiding Officer

A. During odd numbered years, the City Clerk shall place the certification of election results on the agenda for the first regular meeting after the official results are available from the County. The certification shall directly follow approval of minutes as a Special Order of the Day. After results are certified, Councilmembers leaving office are excused and newly elected members are seated. The next item of business shall be selection of the Mayor and Vice Mayor. The individual functioning as presiding officer for the selection of Mayor shall be in the following order:

1. The incumbent Mayor if still on the Council.
2. The incumbent Vice Mayor if still on the Council.
3. The Councilmember with the longest period of continuous service.

COUNCIL POLICY MANUAL

Should there be two members of equal length of service, a drawing conducted by the City Clerk prior to the meeting shall be used to determine the presiding officer.

- B. The officer presiding over the selection process shall serve as Mayor Pro Tempore and preside over Council meetings until a Mayor is selected.
- C. The newly selected Mayor shall preside over the selection of the Vice Mayor.
- D. If either position becomes vacant during the course of the Mayor or Vice Mayor's term, the City Clerk shall place an agenda item to select a new Mayor or Vice Mayor on the agenda of the meeting when such vacancy is declared to exist. The Mayor or Vice Mayor, whoever is appropriate, shall preside over the selection.

3. Nomination and Selection Process.

- A. The selection of Mayor shall precede the selection of Vice Mayor, except in the case where only the Vice Mayor office is vacant.
- B. Mayor Selection. The most senior member of the Council who has not previously served as Mayor will be selected as Mayor, subject to ratification of at least four affirmative votes. Should two members have equal seniority, the highest vote getter in the most recent election would be selected, subject to at least four affirmative votes. If the most senior member does not receive at least four affirmative votes, the next most senior member would be selected Mayor, subject to at least four affirmative votes.

In furtherance of this policy, the City Clerk shall report to the Council the seniority order of Councilmembers. The presiding officer shall request a vote for election of the most senior member first. If such member does not receive at least four affirmative votes, the presiding officer shall request a vote of the next most senior member. This process shall continue until a member receives at least four affirmative votes.

- C. Vice Mayor Selection. The Mayor shall preside over the selection of Vice Mayor. Should the selection of Mayor be continued, the selection of Vice Mayor shall also be continued and the selection shall not occur until a Mayor is selected.

The most senior member of the Council who has not previously served as Vice Mayor and is not selected as Mayor will be selected as Vice Mayor, subject to ratification of at least four affirmative votes. Should two members have equal seniority, the highest vote getter in the most recent election would be selected, subject to at least four affirmative votes.

If the most senior member does not receive at least four affirmative votes, the next most senior member would be selected Vice Mayor, subject to at least four affirmative votes.

(Adopted: RTC 81-602 (10/6/1981); Amended: 87-593 (11/10/1987), 95-165 (5/16/1995), 96-041 (2/27/1996); (Clerical/clarity update, Policy Update Project 7/2005))

COUNCIL POLICY MANUAL

Lead Department: Office of the City Manager